

MINUTES OF THE REGULAR MEETING
OF THE COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE TOWNSHIP OF WOODBRIDGE



The Commissioners of the Housing Authority of the Township of Woodbridge held its regular meeting in the community room of Adams Towers, 555 Rahway Ave., Woodbridge, NJ, in the Township of Woodbridge, New Jersey at 7:03 PM on February 1, 2016, the hour and date duly established for the holding of such meeting.

The Chair called the meeting to order, led the Pledge of Allegiance, and held a moment of silence.

Kathy Blaha read the Notice of Compliance with the Open Public Meetings Act P.L. 1975, C.231 which provided that notice of this meeting of the Board of Commissioners of the Housing Authority of the Township of Woodbridge was provided in the following manner:

On October 6, 2015, a copy of the notice of this meeting setting forth the date, time and location of this regular meeting was posted on the Housing Authority's official designated bulletin board located at 20 Bunns Lane, Woodbridge, NJ, sent to Town Hall for posting and was faxed to the Home News Tribune and Star Ledger.

Upon roll call, those present and absent were as follows:

PRESENT

Commissioners:

Terri Briante, Commissioner
John Kenny, Commissioner
Ryan Michelson, Commissioner
Pedro Rosario, Commissioner
Ketan Shah, Commissioner
Gregg Ficarra, Chairman

Council Liaison:

Lizbeth DeJesus, Councilwoman

Authority General Counsel:

Terrence Corriston, Esq., Breslin & Breslin

Administration:

Kathy Blaha, Housing Director
Donna Brightman, Executive Director
Larry Stecker, Maintenance Director
Mike Yannuzzi, Maintenance Manager

ABSENT

Commissioners:

Mark Barbee, Commissioner

Administration:

Maureen Guiney, Executive Asst.

Chairman Ficarra introduced Ryan Michelson, our new commissioner.

Counsel Corrison administered the Oath of Office to Commissioner Michelson.

Commissioner Michelson told the BOC a little bit about himself.

A motion to approve the minutes of the Regular Meeting held on January 4, 2016 was made by Commissioner Rosario and seconded by Commissioner Shah and upon roll call the vote was as follows:

ROLL CALL:	Barbee Briante Kenny Michelson Rosario Shah Ficarra
AYES:	Briante Kenny Michelson Rosario Shah Ficarra
NAYS:	None
Abstain:	None
Absent:	Barbee

PUBLIC COMMENT

Richard Estock, Stern Towers, Apt. 2H, asked how can members of the public access the meeting if they do not have a key to get in. If I did not see Executive Director Brightman, I would not have been let in and I was expecting another person.

Maintenance Director Yannuzzi went to look and nobody was at the door.

Mr. Estock stated that he sees that Executive Director Brightman prepares a monthly report and asked how he can access it and if it is on the website?

Executive Director Brightman responded that it is not on the website.

Housing Director Blaha stated that he can fill out an OPRA request.

Executive Director Brightman explained that her report informs the commissioners of what transpired that month.

Mr. Estock stated that Resolution #2073 is the procurement policy and asked what it is about.

Chairman Ficarra stated that the federal and state government regulates procurement and this resolution raises the bid threshold to \$40,000.

COMMUNICATIONS – no comment

REPORTS

Chairman Ficarra asked Maintenance Director Stecker to explain the Capital Fund for Commissioner Michelson's benefit.

Maintenance Director Stecker explained the time frames for obligating and expending Capital Funds. The reports show how much we do each month. These funds are used for major repairs at the buildings.

Executive Director Brightman noted that HUD takes about 1/3 of our Capital Fund to repay the Capital Leveraging loan.

Chairman Ficarra noted the first bullet in Housing Manager Blaha's report.

Executive Director Brightman explained that it is part of the job to referee tenant conflicts.

NEW BUSINESS

a) Reso #2768 – Adopting Monthly Bill List for January 2016

Motion moved by Commissioner Shah and seconded by Commissioner Briante to adopt Resolution #2768.

Discussion

Chairman Ficarra asked how many payments do we make to the JIF.

Executive Director Brightman responded that it was.

Maintenance Director Stecker stated that it is two and if you make more, you have to pay 18% interest.

ROLL CALL:	Barbee Briante Kenny Michelson Rosario Shah Ficarra
AYES:	Briante Kenny Michelson Rosario Shah Ficarra
NAYS:	None
Abstain:	None
Absent:	Barbee

The Chair thereupon declared said motion approved.

b) Reso #2769 – Appointment of a Fund Commissioner for the Fund Year of 2016

Motion moved by Commissioner Kenny and seconded by Commissioner Rosario to adopt Resolution #2769.

Discussion

Executive Director Brightman stated that these staff members attend JIF meetings.

ROLL CALL:	Barbee Briante Kenny Michelson Rosario Shah Ficarra
AYES:	Briante Kenny Michelson Rosario Shah Ficarra
NAYS:	None
Abstain:	None
Absent:	Barbee

The Chair thereupon declared said motion approved.

c) Reso #2770 – Authorizing the Reappointment of the Alternate Fund Commissioner for the Fund Year of 2016

Motion moved by Commissioner Rosario and seconded by Commissioner Michelson to adopt Resolution #2770.

ROLL CALL: Barbee Briante Kenny Michelson Rosario Shah Ficarra
AYES: Briante Kenny Michelson Rosario Shah Ficarra
NAYS: None
Abstain: None
Absent: Barbee

The Chair thereupon declared said motion approved.

d) Reso #2771 – Award Contract for Painting Contractor to MAC Painting

Motion moved by Commissioner Rosario and seconded by Commissioner Kenny to adopt Resolution #2771.

Discussion

Chairman Ficarra asked if we have any experience with MAC.

Executive Director Brightman stated that he is our current contractor.

Commissioner Shah asked if he spackled.

Maintenance Manager Yannuzzi responded, as needed.

ROLL CALL: Barbee Briante Kenny Michelson Rosario Shah Ficarra
AYES: Briante Kenny Michelson Rosario Shah Ficarra
NAYS: None
Abstain: None
Absent: Barbee

The Chair thereupon declared said motion approved.

e) Reso #2772 – Extend Contract for Plumbing Services to Dunigan

Motion moved by Commissioner Michelson and seconded by Commissioner Rosario to adopt Resolution #2772.

Discussion

Chairman Ficarra asked if Dunigan was the current plumber.

Maintenance Manager Yannuzzi responded, yes, and they do a great job. They are very responsive.

Commissioner Rosario asked what happens if we exceed \$36,000.

Counsel Corrison stated that then it has to come back to the Board.

ROLL CALL: Barbee Briante Kenny Michelson Rosario Shah Ficarra
AYES: Briante Kenny Michelson Rosario Shah Ficarra
NAYS: None
Abstain: None

Absent: Barbee

The Chair thereupon declared said motion approved.

f) Reso #2773 – Procurement Policy Amendment

Motion moved by Commissioner Shah and seconded by Commissioner Rosario to adopt Resolution #2773.

Discussion

Counsel Corrison stated that he redid the policy because HUD changed the codes and it had to be recoded.

Commissioner Shah asked if the boiler goes bad, can we just purchase one.

Executive Director Brightman answered, no; we have to get three quotes if it's under \$40,000.

Counsel Corrison stated that there are considerations for emergencies that exceed \$40,000. He stated that there are different procedures for phone, bids and sealed bids.

Commissioner Shah asked if you always need three bids.

Counsel Corrison answered, no, not in a sealed bid. You can have just one.

Executive Director Brightman stated that even though we have contractors secured by bidding, if work is outside the confines of the contract we get quotes.

Commissioner Shah asked who the procurement officer is.

Executive Director Brightman responded that it is Christina Smolder. She also does procurement for Perth Amboy.

Commissioner Shah stated that they mentioned that at one of his classes, shared services, and that made him feel good.

ROLL CALL: Barbee Briante Kenny Michelson Rosario Shah Ficarra
AYES: Briante Kenny Michelson Rosario Shah Ficarra
NAYS: None
Abstain: None
Absent: Barbee

The Chair thereupon declared said motion approved.

Commissioner Comments

Commissioner Kenny welcomed Ryan Michelson.

Councilwoman DeJesus said that she asked the Township Engineer about the possibility of a light on Port Reading Road exiting the Sycamore Senior Center. She said they looked at this

once before in the mid-2000 and will re-look at it. It is very expensive to install a traffic light, two million dollars.

Commissioner Briante wished all a Happy Valentine's Day.

Commissioner Michelson thanked the administration for meeting with him.

Commissioner Shah told Commissioner Michelson to not put off the classes as 18 months goes fast and they could be cancelled.

Commissioner Rosario also told Commissioner Michelson to take them as soon as possible.

Chairman Ficarra stated that Commissioner Briante's birthday is Sunday and he wants to wish her a happy one.

ADJOURNMENT

Motion by Commissioner Rosario and seconded by Commissioner Shah to adjourn at 7:40 PM.

All commissioners present voted in favor.

Donna Brightman
Executive Director/Secretary